

04/04/2013  
6:30 pm EST

### ActArcs Meeting

#### Attendees:

Dan Erdman  
Kelly Haydon  
Marie Lascu  
Yvonne Ng

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#### **TWN Saturday strategy:**

10am - 6pm estimated work time  
Estimated 7 people able to go  
We need more people at the beginning and end to help with lifting boxes!  
No one is required to be there the WHOLE time  
We are responsible for our own meals

#### Start:

Haul out boxes in to hallway  
Organize by size  
Empty room will be used for shelf building  
Once shelves built, move boxes back into room

#### Supplies:

Bring work gloves  
JT is bringing broom  
Extension chords  
Paper towels (in room)  
Saw  
Tools

TWN looking into applying to \$6000 NEH grant  
It would be good experience for MIAP intern to take lead on that

#### **Went over action points from last meeting**

#### **Current Action Points:**

MARIE

To email DCTV about HVD event- <http://www.dctvny.org/>  
Combining WDAVH/HVD- still need to confirm if 1<sup>st</sup> years are doing it  
Email Joey about scheduling info meeting

KELLY

April newsletter

FINISH Why Archive video

Launch new website

EVERYONE

Review Rufus's metadata written report

Review Best Practices FINAL!!!

Review TWN workshop PowerPoint